BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.dca.ca.gov/bsis

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SECURITY GUARD
(FACT SHEET)

Requirements for Registration

A security guard must have in his/her possession a valid security guard registration or a screen-print of the Bureau's approval from the Bureau's Web site at www.dca.ca.gov/bsis, along with a valid photo identification, before working as a security guard.

Security guards are employed by licensed private patrol operators to protect persons or property and to prevent theft. To be eligible to apply for a security guard registration, you must:

- Be at least 18 years old
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); and
- Complete the Power to Arrest training course and pass an examination. This is a three-hour training course covering responsibilities and ethics in citizen's arrests, the relationship with police, limitations on Power to Arrest, restrictions on searches and seizures, criminal and civil liabilities, terrorism, code of ethics and personal and employer liability. The training and exam may be administered by any private patrol operator or by a certified training facility.

EXPEDITE PROCESSING

In order to speed up the security guard application and fingerprinting process, the following steps should be followed:

STEP 1

The security guard must have received the "Power to Arrest" training and passed the examination.

STEP 2

The security guard applicant, private patrol operator or the training facility must submit the security guard application online at http://www.dca.ca.gov/bsis/online_licensing.htm.

Security guard registration and fingerprint processing fees must be paid by credit card at the time of submission.

The breakdown of those fees paid online are as follows:

Security Guard Application Fee		$50.00
Online Convenience Fee		$ 1.00
Department of Justice Fingerprint Fee		$32.00
Federal Bureau of Investigation Fingerprint Fee		$24.00
	TOTAL	$107.00

The online application is sent electronically to the Bureau.

STEP 3

The security guard applicant must submit fingerprints electronically using LIVE SCAN, but <u>only</u> through an approved <u>Private Patrol Operator/Training Facility/Sylvan Identix Fingerprinting Centers.</u> A listing of Live Scan sites can be found on the Bureau's Web site at http://www.dca.ca.gov/bsis/live_scansites.htm

In addition, you must only use the security guard Live Scan forms downloaded from the Bureau' s Web site or obtained from the Bureau. The Bureau's form contains the correct coding and identification numbers to ensure that the Bureau receives Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) responses.

Live Scan forms can be downloaded at http://www.dca.ca.gov/bsis/live_scan.htm

STEP 4

Once the Bureau has received the online application and criminal history clearances from the DOJ and FBI, the <u>cleared</u> security guard registration will appear on the Bureau's Web site. The security guard, private patrol operator or training facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at http://www.dca.ca.gov/bsis/lookup.htm. Once the security guard registration has been cleared and appears on the Bureau's Web site, a screen-print from the Web site may be used as an interim security guard registration and the security guard can be placed on assignment. The actual security guard registration will be mailed to the applicant and should be received in 7 to 10 business days.

STEP 5

Security guards placed on assignment <u>must</u> keep the following documents with them:

1.   The screen print of the Bureau's approval obtained from the Bureau's Web site, or a valid security guard registration

2.   A valid photo identification

NORMAL PROCESSING

The Bureau will continue to accept any of the following:

- Your completed security guard application, a **$50** registration fee and a Security Guard Live Scan form signed by the Live Scan operator. A $32 DOJ fingerprint processing fee and a $24 FBI fingerprint processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

- Your completed Security Guard Application with two fingerprint cards (FD 258) and **$106 ($50** registration fee, $32 DOJ fingerprint processing fee and $24 FBI fingerprint processing fee) to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Please be aware that this processing will take longer than online processing.

Applications for registration as a security guard are available from private patrol operators or training facilities certified by BSIS.

Firearm Permit

You may ***not*** carry a gun on duty without having been issued a firearm permit by the Bureau. Also, a firearm permit issued by the Bureau ***does not*** authorize you to carry a concealed weapon. You may ***not*** carry a concealed weapon on duty without a concealed weapons permit (CCW) issued by local authorities.

To apply for a firearm permit, you must:

- Be a U.S. citizen or have permanent legal alien status.
- Pass a course in the carrying and use of firearms. The 14-hour (8 hours classroom, 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling and shooting fundamentals, emergency procedures, and range training. The course must be given by a Bureau-certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course. Costs of training are determined by the training facility. For a list of certified training facilities, call (916) 322-4000.
- Submit a firearm permit application, pay the $80 application fee, and submit a Security Guard Registration w/Firearm Permit Live Scan form signed by the Live Scan site operator. A $28 Firearm Eligibility application, $32 DOJ fingerprint processing fee and $24 FBI fingerprint processing fee *must* be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

OR

Submit a firearm permit application, pay the $164 fee ($80 application, $28 Firearm Eligibility application, $32 DOJ fingerprint processing, and $24 FBI fingerprint processing fees). Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002

You may apply for *both* a guard registration and a firearm permit *at the same time* for a total fee of **$214.**

Note: A firearms qualification card expires two years from the date it was issued. An applicant must requalify four times during the life of the permit: twice during the first year after the date of issuance, and twice during the second year. Requalifications must be at least four months apart.

Tear Gas Permit

The law requires those who wish to carry tear gas on duty to complete a two-hour training course approved by the Bureau. For a list of certified training facilities call (800) 952-5210 or visit the Bureau's license look-up at www.dca.ca.gov/bsis/lookup.htm and search by county.

Baton Permit

To carry a baton on duty, you must be a registered security guard and complete an eight-hour training course from a certified instructor. For a list of certified training facilities, call (800) 952-5210 or visit the Bureau's license look-up at www.dca.ca.gov/bsis/lookup.htm and search by county.

If you have questions about registration as a security guard, call (800) 952-5210. If you have questions about your current guard card, call (916) 322-4000.

" Protection of the public shall be the highest priority for the Bureau of Security and Investigative Services in exercising licensing, regulatory and disciplinary functions. Whenever the protection of the public is consistent with other interests sought to be promoted, the protection of the public shall be paramount."